

JOB DESCRIPTION

Job Title: Volunteer Co-ordinator	Hours: 22.5 hours per week	Three-year fixed term contract
Reporting to: Service Delivery Lead		Pay £29,406 pro rata (£17,643.60 actual)

Creative Living Centre (CLC) is a registered charity, offering a person-centred, holistic approach to supporting people experiencing poor mental health and wellbeing in Bury (Greater Manchester). The volunteer co-ordinator role is to support our members to access volunteering opportunities in the local community to support their recovery and improve wellbeing and will also manage our established volunteer programme (recruitment, induction, training and deployment) for the local community to volunteer and support the work of the CLC.

Key Responsibilities

Develop and provide ongoing support to CLC volunteers, to provide internal and external guidance, with a view informing and influencing mental health services within the wider mental health (MH) agenda

Recruit, train and provide ongoing support to volunteers (with lived MH experience) to co-produce and co-deliver internal and external courses / training.

To identify and facilitate external opportunities for members with lived MH experience to access volunteering opportunities

To support members to locate and apply for volunteering opportunities in the community, this may include support to complete applications, make phone calls and attend interviews.

To create opportunities for members to complete one-off volunteering opportunities as part of the CLC's commitment to the 5 ways to wellbeing model

Ensure appropriate data is collected for activities etc as required by the Reaching Communities grant, and contribute to monitoring / review / future planning of the project and overall CLC delivery

Develop and roll out the CLCs member volunteering project

- Work with the community to source supportive volunteering opportunities for members to access
- Meet with members who are interested in the project to determine areas of interest and support to create CV's, cover letters and complete application forms
- To work with other charities and support organisations to source one off volunteering opportunities for members as part of the CLC's commitment to the 5 ways to wellbeing model
- Promote the project to Centre Members and set up process for accessing the support
- Engage with Support Co-ordinators to ensure appropriate members are identified and referred

Recruit and support individuals to become volunteers at the CLC

- Work with staff team to define role and opportunities for volunteers (with lived MH experience) to become involved with sessions, courses and training
- Link with other local organisations who use co-production and co-delivery to inform our process
- Promote opportunities internally and externally and recruit volunteers
- Deliver / source high quality training to ensure Volunteers are suitably prepared and supported to carry out their roles
- Link Course Vols with Centre staff to work collaboratively on Centre courses and training
- Provide regular support to volunteers around their roles and any issues or questions which may arise
- Lead monthly volunteer meetings

Data Collection and Project Monitoring

- Ensure systems are in place to monitor those aspects of volunteer project work required as part of the National Lottery Reaching Communities project
- Ensure volunteers who are part of the project collect and record data according to agreed systems
- Actively seek feedback and views from internal and external individuals and organisations as to the impact of work involving aspects of volunteering programme
- Attend regular meetings with management team and other staff members and actively contribute to review / evaluation and future planning of the project

General

- Be aware of and comply with the Centre's policies of Confidentiality, Health and Safety, Fire Safety, Supporting Vulnerable Adults (and any other relevant policies), and to follow the staff code of conduct
- Attend staff, Centre and other meetings as required
- Participate in activities and events that support mental health awareness and advocacy
- Take part in 1:1 supervision sessions and ongoing training and development opportunities as part of Continued Professional Development
- Take part in other duties which are felt to be relevant to the role and which may not be specified above

Person Specification

Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Experience of managing, leading or training volunteers or staff • Experiencing of networking / linking with other organisations • Experience of delivering training to participants with a range of learning needs / styles • Experience of working with people with issues such as low mood, low confidence • Experiencing of collecting quantitative and qualitative data 	<ul style="list-style-type: none"> • Working within charities or similar organisations. • Working in community settings with people with a range of mental health needs. • Experience of a range of mental health issues in a paid, voluntary or lived capacity • Experience of developing a new project or area of work • Experience of using a database to record information • Experience of sourcing work, placement or volunteering opportunities for others
Knowledge and Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> • Knowledge of mental health support services, or an understanding of the challenges faced by those with a range of mental health needs • Knowledge of safeguarding • Ability to maintain and update personal knowledge and skills relevant to the role. 	<ul style="list-style-type: none"> • Relevant qualifications in mental health • Relevant qualifications in teaching in adult education eg Cert Ed, level 3 Teaching and Learning • Safeguarding Level 3 or Designated Safeguarding Lead • Experience completing risk assessments
Personal Attributes	
Essential	Desirable
<ul style="list-style-type: none"> • Effective multi-tasking and prioritisation. • Dealing with complex and challenging issues in a calm and positive way. • Build and maintain a positive outlook with a variety of individuals. • Organised, proactive, and able to work on own initiative 	<ul style="list-style-type: none"> • Strategic thinker with ability to see things differently. • Car driver / able to travel independently around the Bury area

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| <ul style="list-style-type: none">• Good IT skills• Self-motivated• Creative, flexible, and adaptable.• Excellent communication skills. | |
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About the Creative Living Centre

CLC offers a person-centred holistic approach to supporting people experiencing poor emotional wellbeing and poor mental health. Being person-centred means, we treat people with dignity and respect and help them to develop the knowledge, skills and confidence they need to effectively manage their own mental wellbeing and mental health. This is done in a way that is coordinated and tailored to the needs of the individual. A holistic approach means thinking about the whole person, considering their emotional, occupational, physical, social, intellectual, and spiritual needs. For more information see our website at www.creativelivingcentre.org.uk

Application Process

Please send a CV, cover letter highlighting how you meet the essential criteria for the role to lorna.wilson@creativelivingcentre.org.uk. The application form and full job description can be found at <https://www.creativelivingcentre.org.uk/work-with-us.html>

The closing date for applications is 17th February 2025. This role is based at The Creative Living Centre, 1A Rectory Lane, Prestwich, M25 1BP For enquiries or an informal discussion about the role, contact: Lorna Wilson on lorna.wilson@creativelivingcentre.org.uk, or call 0161 696 7501